



**Creative  
Lives**

# **Creative Places Edenderry Co-ordinator**

**June 2026**

Edenderry Cabin





## Our Mission

### Building Creative Communities

We champion, support, promote and nurture local creative groups in order to build more sustainable communities.




## Our Goal

Local creative groups have the capacity, resilience and connections to enable them to work collaboratively towards solutions to local challenges.



## Our Values

We believe in the importance of:

- People expressing themselves creatively, and in particular doing this collectively with others;
  - Creative groups whose activities are shaped and directed by the people who take part in them;
  - Everyone being treated equally and feeling included;
  - Actively working to increase opportunities for people to be creative;
  - Knowledge, skills, contacts, venues and equipment being pooled to enhance creative cultural activity, for the common good;
  - Taking meaningful actions to reduce our environmental footprint and mobilising positive change to contribute to the pathway to net zero emissions.
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# Job description and person specification

## **Contract duration**

September 2026 to May 2027 (9 months)

## **Location**

Edenderry, County Offaly, Ireland, with flexible and remote working. Regular in-person engagement within the local community is required.

## **Salary**

€39,500 (pro rata) 3.5 days per week

## **Responsible for**

Freelance contractors and volunteers

## **About Creative Lives**

Creative Lives is a registered charity that champions community and volunteer-led creative activity. We celebrate and support people expressing themselves creatively in their everyday lives. This role aligns with our Strategic Plan 2024–2029, which places a strong emphasis on place-based development and supporting creative communities to thrive.

## **About the Role**

Creative Lives is seeking an experienced and motivated community arts professional to coordinate the Creative Places Edenderry project. Funded by The Arts Council Ireland and delivered in partnership with Offaly County Council, this role will lead the successful delivery of a dynamic, community-led creative programme in County Offaly.

Now entering year six, the project builds on five years of sustained place-based work, putting people, place and participation at the centre of cultural life in Edenderry. The project has supported thousands of residents through workshops, events, commissions, and funding, and embedded a more connected, inclusive and sustainable creative community shaped by local people.

## **Purpose of the Role**

To manage the Creative Places Edenderry project, fulfil commitments and reporting requirements to funders, secure additional funding and sponsorship, and support and promote people being creative in their everyday lives.

## **Key responsibilities**

- Oversee all aspects of the Creative Places Edenderry project, ensuring delivery to schedule and in line with funding requirements.
- Manage freelancers and volunteers connected to the project.
- Engage with The Arts Council Ireland, Offaly County Council and other key partners, including the project's steering committee, providing updates and reports as required.
- Ensure the project delivers on its agreed aims and objectives as part of the funding agreement with The Arts Council Ireland.
- Provide practical development support to local organisations where required.
- Share learning from the project with local, national and international peers.
- Evaluate and document project activities using Creative Lives' evaluation framework, *The Difference We Make*.
- Build and maintain strong relationships with strategic partners, including government bodies, arts councils, local authorities, and the voluntary and community sector in Ireland.
- Identify funding opportunities, and support and co-ordinate funding applications in liaison with the Chief Executive and other staff.
- Stay abreast of relevant public policy developments in Ireland.



## Person Specification

- Proven experience in project management within the arts, cultural or community sector.
- Experience of delivering place-based or community-led creative programmes.
- Strong partnership development and stakeholder engagement skills.
- Experience of managing freelancers, contractors or volunteers.
- Experience of reporting to funders and managing funded projects.
- Knowledge of the cultural and community sector in Ireland.
- Excellent organisational, communication, and reporting skills.
- Ability to work independently and manage competing priorities.
- Experience of working with Arts Council Ireland and local authorities in Ireland.
- Experience in and a commitment to socially engaged art practice and community development principles.
- Knowledge of evaluation frameworks and impact measurement.
- Experience of preparing funding applications or securing sponsorship.
- Familiarity with Creative Places or similar initiatives.
- Commitment to equality, diversity and inclusion.
- Work flexibly and undertake other duties as reasonably required.

## Special Conditions

- Ability to engage directly with the local community of Edenderry in County Offaly on a regular basis.

Festival in a Van, Edenderry. Credit: Mark Forde



# How to apply

Please return your completed application form by 5pm on Tuesday 30 June 2026.

We prefer electronic submissions, sent to [lindsey@creative-lives.org](mailto:lindsey@creative-lives.org).

Interviews will be held via Zoom on 16 July 2026. If you are unavailable on this date, please let us know when you submit your application form.

Festival in a Van, Edenderry. Credit: Mark Forde



# Application form

Please complete all sections of this form as fully as possible, in addition to any CV and covering letter you wish to submit. Please do not put 'see CV' as the only entry in any section.

## Personal details

First name(s):

Last name:

Address:

Postcode:

Telephone:

E-mail:

## Referees

Please give the names, email and telephone contact details of two referees. References may be taken up for shortlisted candidates. Please make us aware if one or both of your referees are only to be approached if a job offer is made.

1.

2.

Please state the earliest date you could take up the post, if offered the job:

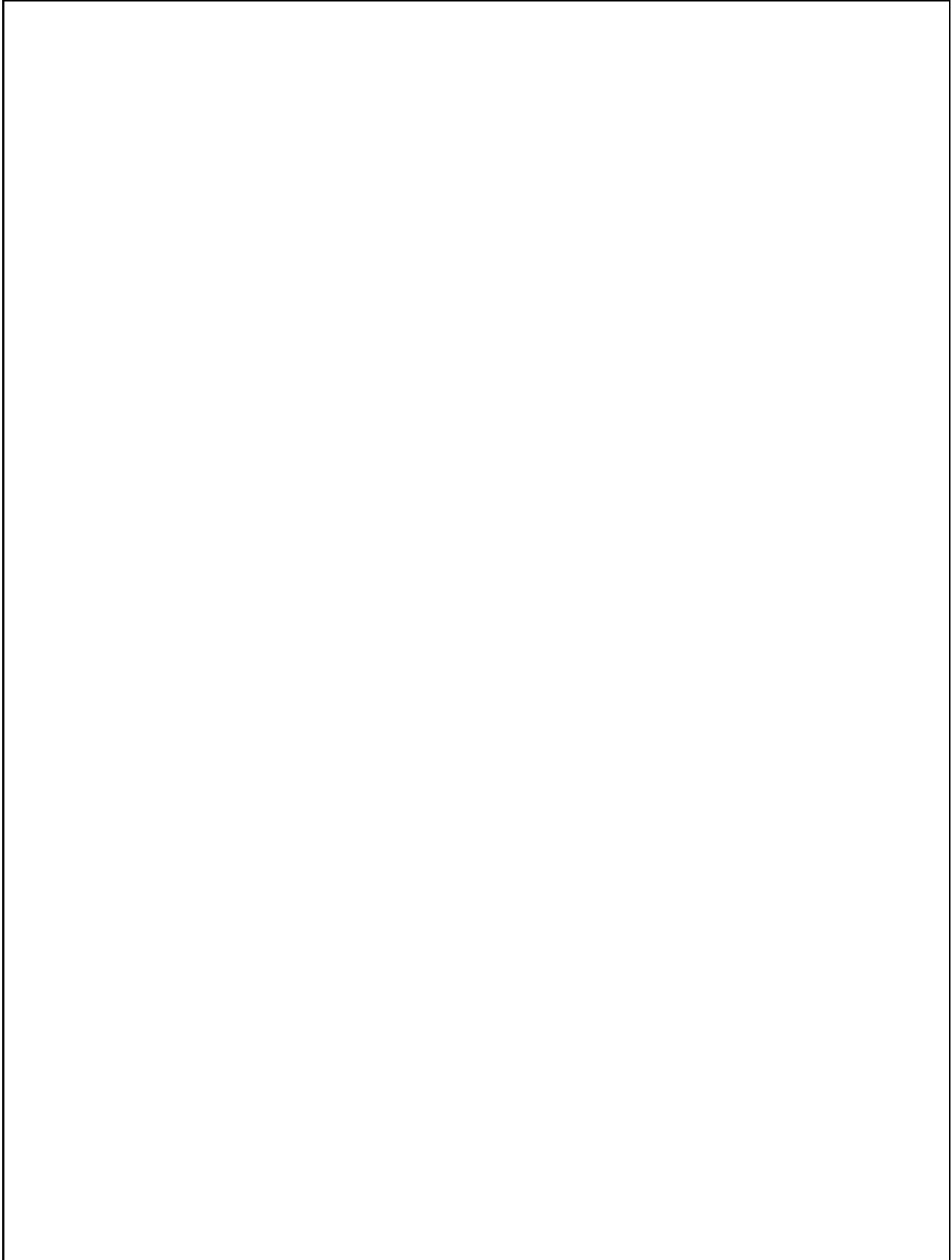
Please indicate where you saw this job advertised:

**Education**

Please give details of any relevant education/training and qualifications gained.  
There is no need to give dates.

**Employment history**

Please give details of your employment history (there is no need to go further back than ten years unless there is employment of specific relevance that you would like us to know about).

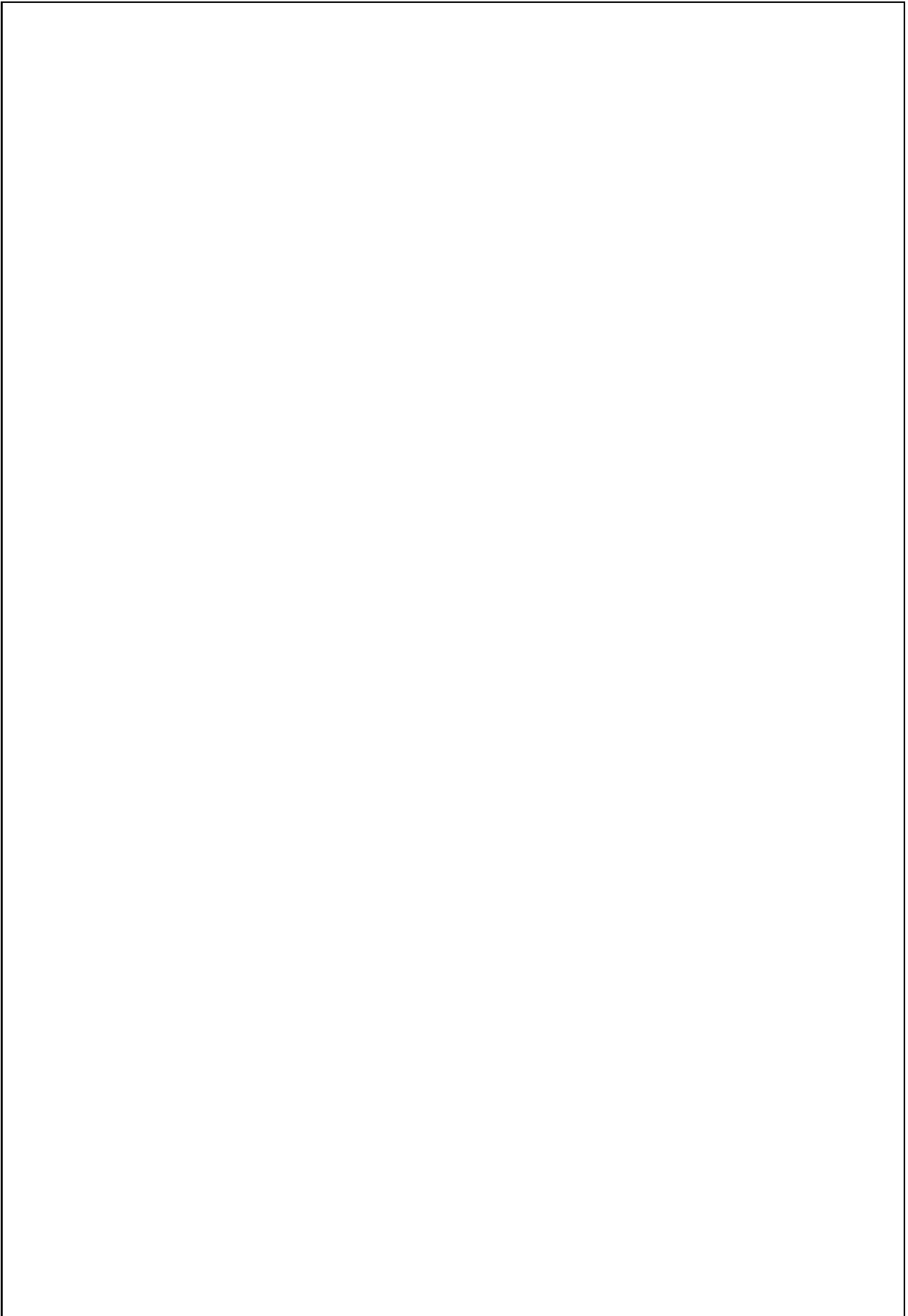
A large, empty rectangular box with a thin black border, intended for the user to provide details of their employment history. The box is currently blank.

**Suitability for the post**

Please indicate how your experience, qualifications or aptitude fit each criterion of the person specification for this post. Please do **not** add any hyperlinks as they will be removed.

[Empty response area]

**Any other comments you wish to add**

A large, empty rectangular box with a thin black border, intended for the user to provide any additional comments or feedback. The box occupies most of the page below the header text.

# Equal opportunities monitoring form

We try to make our organisation welcoming and of interest to a wide range of people. To check we are managing to do this, we collect some statistics relating to equality issues. To help Creative Lives operate and monitor its equal opportunities policy effectively, please complete this form.

The details you provide will be treated as strictly confidential and in no way will they be taken into account in shortlisting or determining your suitability for the post. The information collected here will also be only presented in collated form and not attributable to any one individual.

This form will be separated from your application immediately upon receipt. It will be used for statistical purposes only and will then be destroyed. Please provide the details about yourself by filling in the form below or by completing our online form:

<https://www.surveymonkey.co.uk/r/CL-job-monitoring>

## 1. What is your gender?

- Female
- Male
- Prefer not to say
- Other (please describe)

## 2. Age range

- Under 18
- 19-25
- 26-35
- 36-45
- 46-60
- 61-75
- 76 or over
- Prefer not to say

## 3. What is your ethnicity?

- White (incl. English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Traveller, Other)
- Dual / multiple (incl. White and Black Caribbean, White and Black African, White and Asian, Other)
- Asian / Asian British (Indian, Pakistani, Bangladeshi, Chinese, Other)
- Black / African / Caribbean / Black British (incl. African, Caribbean, Other)
- Other ethnicity (incl. Arab)
- Prefer not to say

4. What is your current occupation?

5. Where do you live? (Postcode and place name is useful)

6. What is your sexual orientation?

- Bisexual
- Heterosexual / Straight
- Homosexual / Gay
- Prefer not to say
- Prefer to self-describe

7. Do you consider yourself to have a disability?

- Yes
- No
- Prefer not to say

8. What is the title of the job you are applying for?

Thank you very much for helping us collect this information.

[Creative Lives Equality, Diversity & Inclusion Policy](#)

**Creative Lives Charity Limited is registered in Scotland as Company No. 139147 and Charity No. SC 020345.**

**Registered office: The Melting Pot, 15 Calton Road, Edinburgh EH8 8DL.**

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